

DHHS POLICIES AND PROCEDURES

Section II:	Budget and Finance
Title:	State-Owned or State- Operated Vehicles –Vehicle Use and Certification (formerly titled State Vehicles)
Current Effective Date:	10/7/08
Revision History:	5/31/05, 8/1/02
Original Effective Date:	2/1/96

Purpose

The purpose of this policy is to ensure that Department of Health and Human Services (DHHS) employees who operate state-owned or state-operated *vehicles do so in a safe and responsible manner.

** State-operated vehicles are motor vehicles leased by the state or the Department from private entities for conducting state business.*

Policy

It is the policy of the DHHS that its employees who operate state-owned or state-operated vehicles do so in a safe and responsible manner, complying with all motor vehicle laws and regulations. All DHHS employees, are obligated to exercise safe and courteous driving habits while operating a state-owned and state-operated vehicle, obeying all state motor vehicle laws and regulations, [North Carolina Division of Motor Fleet Regulations](#), and [Department Policies](#).

1. Each division/office/facility director or designee must authorize the temporary use of state-owned vehicles.
2. The division/office/facility director or designee and the DHHS Director of the Division of Budget and Analysis must review and approve any request for a permanently assigned state-owned vehicle.

Implementation

Before any DHHS employee will be allowed to operate a state-owned and state-operated vehicle, the employee must read and sign the [DHHS State-owned or State-operated Vehicle Policy and Certification](#) document. This document shall be signed by the employee's supervisor or manager; and the signed original of this certification shall be maintained in the individual employee personnel file. In addition, each division /office/facility shall establish its own internal procedures for authorizing and securing the use of state-owned vehicles.

Once a request is submitted to the DHHS Division of Budget and Analysis for approval, any problems or concerns with the request will be resolved in accordance with DHHS directive number II-10.

Enforcement

Violation of this policy is considered unacceptable personal conduct and grounds for disciplinary action, up to and including dismissal.

For questions or clarification on any of the information contained in this policy, please contact [The Division of Budget and Analysis](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).